

## Section 14.2 PARAMS MENU

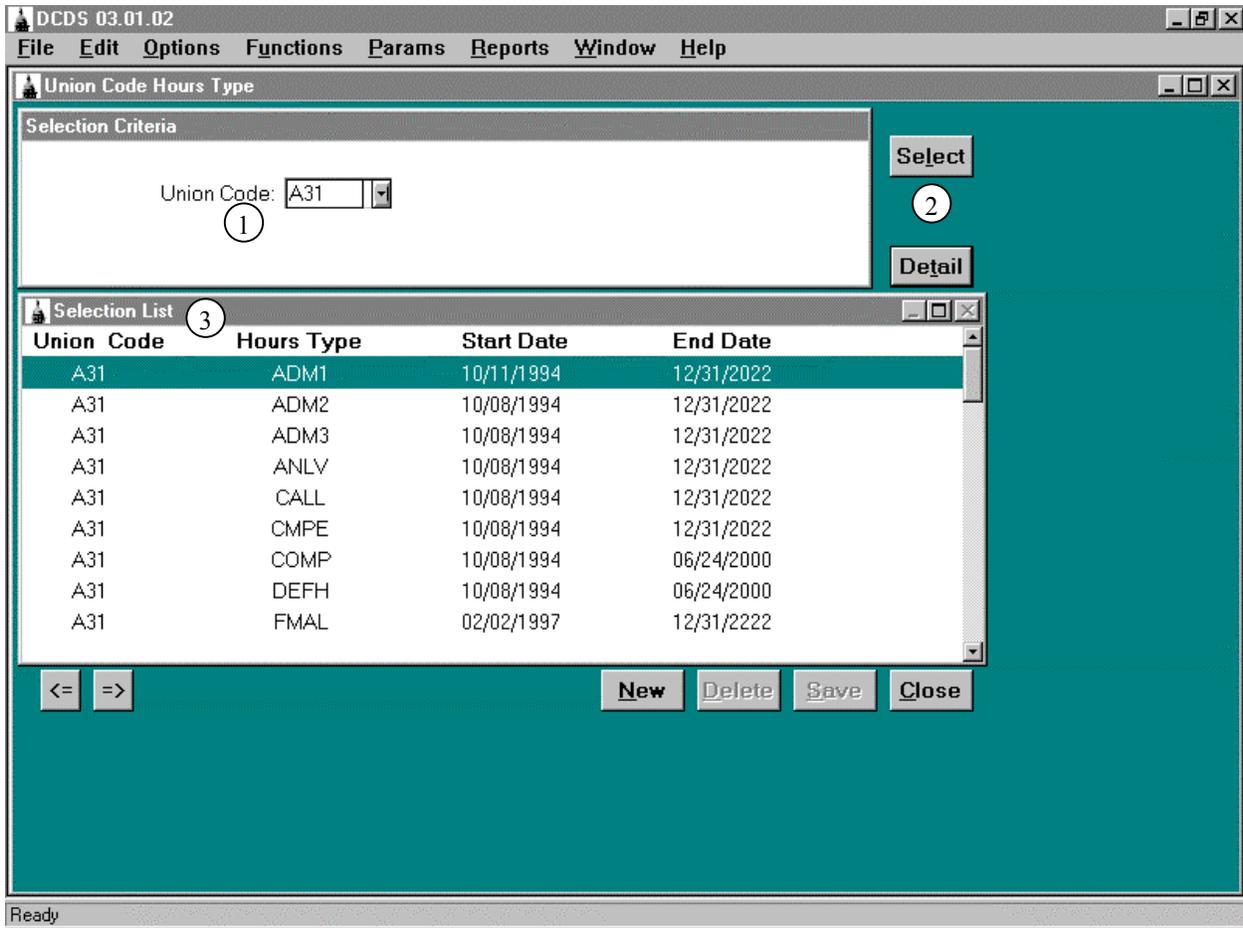
### Personnel Data

### Union Code Hours Type

Purpose	This section provides the procedures for a control agency to add or delete hours types that are valid for specific unions. <b>This window is inquiry only for non-control agencies.</b>
Window Name	Union Code Hours Type
Reminders	<ol style="list-style-type: none"> <li>1. The Bargaining Unit Hours Type window is accessed through the <u>P</u>arams, <u>P</u>ersonnel Data, <u>A</u> - Union Code Hours Type items on the menu bar.</li> <li>2. The Union Code Hours Type window contains a Selection Criteria window and a Selection List window. If adding a new Union Code and Hours Type, no entry is required in the Selection Criteria window. Click on the New button and the Detail Data window is displayed to enter the new data. However, if inquiring or deleting data, the Union Code is required to be entered in the Selection Criteria window. Once the selection criteria has been selected or entered and the Select button clicked, the data is displayed in the Selection List. The user may then highlight the appropriate row of data and click the Detail button to view or delete Union Code and Hours Type data. Only a control agency may add or delete data.</li> </ol>
References	<i>No specific references</i>

## Union Code Hours Type

The following window is displayed when Params, Personnel, A - Union Code Hours Type is selected from the Menu bar. The steps are described on the following page.



## DCDS Input Procedures Union Code Hours Type (Selection Criteria)

Following the steps below to enter selection criteria.

Step	Field Name	Action
1	Union Code	Select the Union Code from the dropdown list or enter the code to display a specific code. Leave field blank to display all codes in the Selection List window.
2	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window
3	Selection List	Highlight the Union Code and Hours Type and click the Detail button to view the detail.

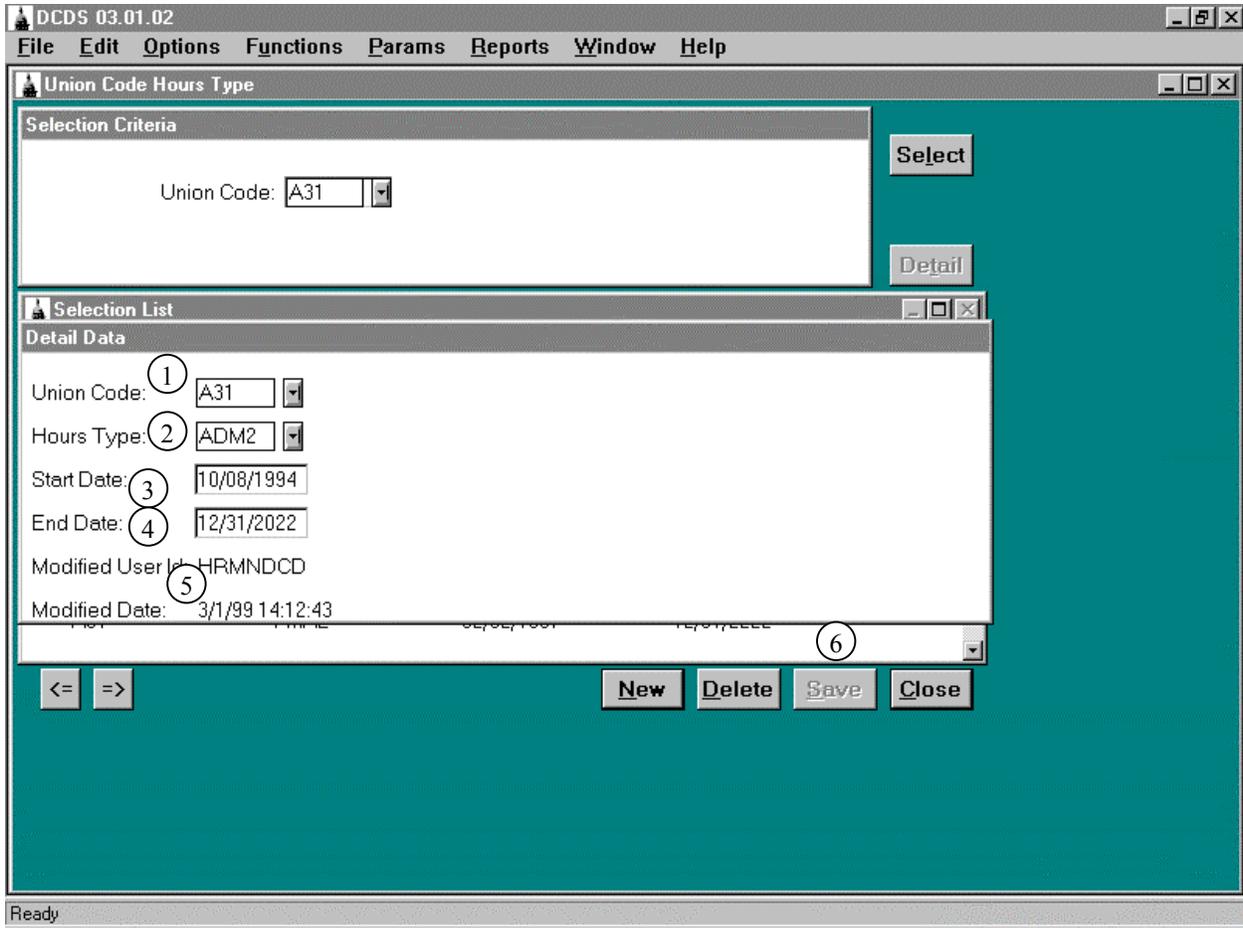
## Union Code Hours Type (Selection List)

The following information is displayed:

Field Name	Description
Union Code	The Union Code that a specific Hours Type applies to.
Hours Type	The Hours Type applicable to a union.
Start Date	The date the Hours Type became effective for a specific union.
End Date	The date the Hours Type will no longer be effective.

## Union Code Hours Type

The following window is displayed when the **Detail** button is selected. The same window is displayed with the Union Code and Hours Type fields blank when the **New** button is clicked. The steps are described on the following page.



## DCDS Input Procedures Union Code Hours Type

Follow the steps below to add or delete Union Code Hours Type.

Step	Field Name	Action
<b>Control Agency - Add Union Code Hours Type</b>		
	New Button	Click on the New button located at the bottom of the window (or press Alt + N). This displays the Detail Data window to add a new Union Code Hours Type.
<b>Control Agency - Delete Union Code Hours Type</b>		
	Delete Button	<p>Enter the required selection criteria and click the Select button. Highlight the Union Code and Hours Type to be deleted.</p> <p>Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window allowing the user to delete the Union Code Hours Type.</p> <p>Click on the Delete button located in the bottom right hand corner of the window (or press Alt + D). This deletes the Union Code Hours Type displayed in the Detail Data window.</p>

Follow the steps below to enter a new Union Code Hours Type.

Step	Field Name	Action
1	Union Code	Select the Union Code from the dropdown list or enter the code.
2	Hours Type	Select the applicable Hours Type from the dropdown list.
3	Start Date	Enter the date the Hours Type will become effective. The current date automatically displays.
4	End Date	Enter the date the Hours Type will no longer be effective.
5	Modified User ID/Modified Date	Displays the User ID of the last person who made modifications and the date modifications were made.
6	Save Button	Click on the Save button located at the bottom of the window (or press Alt + S) to save the new Union Code Hours Type.